





Open your FermiWorks Inbox.

Click the **Self Evaluation: 2015 – Performance Review** Action.

Click **Go to Summary Editor**.

Ongoing Job/Project Responsibilities Section






Review the following fields for each goal:

-  **Category**
-  **Date Completed.** The Date Completed must match the Completion Date.
-  **Status**
-  **Comment**

Enter a Manager Evaluation for each goal.

Enter a **Comment** for each goal.

Review each section and enter a rating and a comment:

-  **Competencies - Core Section**
-  **Accomplishments Section**
-  **Career Development Section**
-  **Overall Rating Section**
-  **Summary**

Click **Submit** to close each section and save your entries.